



## Wyoming Department of Education

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### MEMORANDUM NO. 2008 - 151

**TO:** School District Superintendents

**FROM:** Lesley Wangberg  
Director of State Assessment

**DATE:** October 3, 2008

**SUBJECT:** Harcourt File Center

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### TIME SENSITIVE INFORMATION

The Wyoming Department of Education and Pearson utilize a Secure File Transfer Protocol (SFTP) product called WAM!NET that was branded Harcourt File Centre (HFC). The data transfer tool listed above was implemented for the sole purpose of transmitting secure and confidential student data and results. The SFTP site is meant to be utilized as a transfer mechanism at the state and district level and should not be used to archive data.

On October 31, 2008 all legacy data from previous test administrations will be removed from the Harcourt File Center. It is very important that each district download all data files and PDF's to your internal systems for your future reference. WDE will communicate via email a final reminder one week prior to the deletion of all files from the Harcourt File center.

To ensure the protection of student data and student results, Pearson and WDE have agreed to reset all passwords at the beginning of the 2008-2009 school year. You, as the Superintendent for your district, have the ultimate responsibility for the protection of all student information. To assist you in your efforts to comply with all FERPA regulations, the WDE asks that you request access for no more than two individuals. These stewards, which may include District PAWS Coordinators, District Technology Directors and District Curriculum Directors, will be responsible for downloading and disseminating the information to the appropriate individuals within your district.

The WDE will ensure that the stewards from each district are made aware that the username and password assigned to them SHOULD NOT be compromised by sharing their credentials with another individual.

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As has been the procedure in the past, please contact Melissa Irvine at 777-8568 or [mirvin@educ.state.wy.us](mailto:mirvin@educ.state.wy.us) to let her know which two individuals you are requesting to have access to the Harcourt File Center for the 2008-2009 school year. New passwords will be assigned by Pearson to each individual user the second week of November. Melissa will also be able to help you if you have forgotten your username or password.

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